



Community Development Department • 500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540
650-903-6379 • FAX 650-962-8052

November 19, 2010

Application Packet for Fiscal Year 2011-12 Funding Cycle

RE: Fiscal Year 2011-12 CDBG/HOME Funding Cycle

Enclosed is an application package for agencies seeking Fiscal Year (FY) 2011-12 funding for public service programs and capital projects. The application packet is for available FY 2011-12 federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds. Local funds may also be available, subject to City Council discretion.

The City administers a two-year funding cycle for public service programs, so public service programs awarded funding for Fiscal Year 2011-12 will continue to be funded in Fiscal Year 2012-13, based on satisfactory performance and funding availability.

Information is not yet available regarding the exact amounts of CDBG and HOME funding the City will receive from HUD to allocate during Fiscal Year 2011-12. We will provide this information under separate cover once it is available. It is anticipated that about \$110,000 in CDBG funds will be available for public service programs. Approximately \$490,000 in CDBG is estimated to be available for capital projects and \$1.3 million in HOME funds is expected to be available for affordable housing activities.

Applications are due no later than 5:00 p.m. on January 7, 2011 at the address listed above, attention “Regina Adams”. One complete application packet is required for each activity proposed for funding. Duplicate copies of the application are not required.

The following materials are included for your use and reference in completing the application:

- Exhibit A – The CDBG and HOME Program Citizen Participation Plan that describes the funding process.
- Exhibit B – A summary of eligible CDBG Program activities that lists the federal income limits for low income households.
- Exhibit C – A listing of the assessment factors that will be used in evaluating the proposals.
- Exhibit D – 2010-15 Consolidated Plan Goals and Objectives.
- Exhibit E – Public Hearing Schedule for the Fiscal Year 2011-12 CDBG/HOME Funding Cycle.

Please feel free to contact me at regina.adams@mountainview.gov or **650-903-6049** if you intend to request funding for a new activity, would like to request a copy of the application packet via email, or have general questions about the funding process. An electronic copy of the funding application is available at http://www.ci.mtnview.ca.us/city_hall/community_development/preservation/cdbg_n_home.asp.

Sincerely,

Regina Adams
Senior Planner

Community Development Block Grant/HOME Investment Partnership Program Application
City of Mountain View
Fiscal Year 2011/2012

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Web Address: _____

Contact Person: _____ Title: _____

Email: _____

Telephone Number: _____ Fax Number: _____

Executive Director: _____ Email: _____

B. Project Overview

Project Name: _____

Address of Project or Program Activity: _____

City, State, Zip Code: _____

Provide a Brief Description of the Project or Program:

C. Funds Requested

Funding Request: \$ _____ Total Project Cost: \$ _____

Cost per unit for requested funding (housing/service/activity): \$ _____

Total Amount Requested from Other Entities: \$ _____

Mountain View's Requested Share of the Total Project Budget (%): _____ %

Is the Organization currently receiving funding? (y/n): _____

Have you Requested Funds from the City of Mountain View for this Project before? (y/n): _____

If Yes, Complete the Chart Below for the previous five years.

Year Funds Requested	Amount Requested	Amount Funded

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SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population

Please attach additional sheet(s) if necessary.

1. In detail, describe the services/activities (project) for which you are requesting funding. Also describe how the requested funds would be used for the project.

2. Describe the need(s) that the proposed project addresses and its community impact.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

4. What other private or government organizations are now or will be addressing the same needs identified herein? Explain how the proposed project augments rather than duplicates the services of other organizations. Describe how your agency collaborates with other service providers.

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5. Number of Mountain View residents on the Board of Directors: _____
 If none, then describe efforts planned or taken to recruit Mountain View residents to serve on the Board:

6. Unduplicated clients to be served by the proposed program or activity.

a. How many total clients are currently served on an annual basis? _____

b. Number of Mountain View residents who would directly benefit from the program or activity, as identified under Section 2.A.3 of this Application: _____

c. If the agency currently receives Mountain View funding, will the proposed assistance result in an increase in the number of clients currently being served by the agency?

Yes _____ No _____ **(If Yes, continue; if No, go to "No. 7.")**

e. Of the total additional clients, how many are expected to be Mountain View residents? _____

f. How many of the additional Mountain View clients are expected to be
 Extremely Low Income? _____ Very Low Income? _____ Low Income? _____

g. What is the basis for the estimated number of additional clients?

7. Numeric Goals.

For activities, please indicate the goal for number of service units to be served.

Activity	1st Quarter	2 nd Quarter	3rd Quarter	4th Quarter	Annual

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8. Overview of Clients served.

Please list the number of clients served in prior fiscal years and proposed for the coming fiscal year, per income and target group categories:

	2009-10 Proposed		2009-10 Actual		2010-11 Proposed		2011-12 Proposed	
	# Mountain View Clients	# Total Clients	# Mountain View Clients	# Total Clients	# Mountain View Clients	# Total Clients	# Mountain View Clients	# Total Clients
Extremely Low Income (0%-30% AMI)								
Very Low Income (31%-50% AMI)								
Low Income (50%-80% AMI)								
Moderate Income (81%-120% AMI)								
Above Moderate Income (120%+ AMI)								
Youth (0-18 years)								
Adults (19-62 years)								
Seniors (63+ years)								
Disabled Individuals								
Other Special Needs Describe:								

NOTE: For Reference the 2010 HUD Income Standards are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0%-30% AMI	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000
31%-50% AM	\$36,250	\$41,400	\$46,600	\$51,750	\$55,900	\$60,050	\$64,200	\$68,350
50%-80% AMI	\$56,500	\$64,600	\$72,650	\$80,700	\$87,200	\$93,650	\$100,100	\$106,550
81%-120% AMI	CDBG or HOME Funds cannot be used for households earning above the 80% AMI							

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B. Project Administration and Monitoring

1. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services/activities.

2. How will the effectiveness of your project be measured? Over what time frame(s)?

3. Use the table and space below to briefly describe how the proposed service/activity will be managed and administered, including proposed staff time and staff functions.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours/Week	% Time Allocated to CDBG Activity	CDBG Salary Reimbursement Request

4. Describe your written policies and/or established procedures for ensuring persons with disabilities and/or limited English proficiency have access to the services or activities associated with your funding request.

5. Explain how your agency collects income and race/ethnicity data.

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C. Consolidated Plan Goals

Please indicate which Consolidated Plan Goal(s) will be met by the Project and briefly describe how your Project/Activity meets the Goal(s).

- ☐ **Goal #1:** Assist in the creation and preservation of affordable housing for lower-income and special needs households
 - ☐ **Goal #2:** Support activities to end homelessness
 - ☐ **Goal #3:** Support activities that provide basic services
 - ☐ **Goal #4:** Support activities that eliminate blight, and/or strengthen neighborhoods
 - ☐ **Goal #5:** Promote fair housing choice
 - ☐ **Goal #6:** Expand economic opportunities for low-income households
 - ☐ **Goal #7:** Promote environmental sustainability
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D. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Please identify which HUD objective and HUD outcome will be addressed by this project.

Objectives (Choose one)

- ☐ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes (Choose one)

- ☐ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Non-profit with 501(c)(3) Status (y/n): _____ Faith-based organization (y/n): _____

Community Based Development Organization (CBDO) (y/n): _____

DUNS Number: _____

B. Total Agency Budget (Attach additional information as necessary)

	2011-2012	2010-2011	2009-2010	2008-2009
Administration				
Fundraising				
Proposed Project (Total budget)				
All Other Programs				
Total Agency Budget				

C. Program/Activity Budget (Attach additional information as necessary)

Proposed Project Expenses	2010-2011 CDBG	2011-2012 CDBG	% Change from FY 10/11 – FY 11/12
Salaries/Benefits/Payroll/Taxes			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance			
Audit/Legal/Professional Services (for CDBG portion only)			
Direct Services (Funding for specific service such as a meal or ride)			
Contracted Services			
Other			
Total Expenses			

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Proposed Project Revenues	CDBG	Other (Please Identify)	Total
Mountain View			
Other Jurisdictions (Please List)			
Total			

1. Does the Organization have a HUD-approved indirect cost plan? (y/n): _____

2. Does your agency charge fees for the services that you are requesting funding for? If so, please attach a fee schedule.

3. If your organization is not leveraging the requested CDBG funds with other funds, please explain why.

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D. Other Required Information

Please submit the following information and documents along with your application:

- **Articles of Incorporation/Bylaws.**
- **List of Board of Directors.** Include the name, telephone number, address, and occupation or affiliation of each member. Identify the principal officers of the governing body.
- **Nonprofit Determination.** Submit determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.
- **Authorization to Request Funds.** Documentation must be submitted of the governing body's authorization to submit the funding request. This consists of a copy of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded.
- **Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.
- **Organizational Chart.** Include the organization's administrative framework and staff positions.
- **Financial Statement and Audit.** Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to the use of CDBG funds. Also, describe any actions taken to correct identified findings or concerns.
- **Resume of Chief Program Administrator.**
- **Resume of Chief Fiscal or Financial Officer.**

If your application is selected for funding, you will be required to submit the information below before an agreement with the City is executed. This information does not have to be submitted with the application.

- **Proof of Liability Insurance.** The City of Mountain View will need to be listed as an additional insured.
- **Policy & Procedures Manual.** Include policy prohibiting discrimination, grievance procedures, and conflict of interest.

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SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to, federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d *et seq.*), as amended, and implementing regulations issued at 24 CFR Part 1; and
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 *et seq.*), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063 ; and
 - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
 - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
 - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
 - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
 - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
 - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the City of Mountain View and verify, under penalty of perjury under the laws of the State of California, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE _____

NAME (Please Print): _____ TITLE: _____

SUPPLEMENTAL INFORMATION AND MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

In addition to the City of Mountain View standard application form, proposals involving housing development, acquisition or rehabilitation of real property or other capital projects must complete this section and provide the requested information:

A. Project Information

1. Type of Project

(Check one. If applying for multiple projects, complete a separate application for each project)

_____ Housing Tenure (For Housing Projects Only): _____ Rental _____ Ownership

_____ Public Facilities _____ Infrastructure

_____ Other (Describe): _____

2. Type of Activity

_____ Acquisition

_____ New Construction

_____ Rehabilitation

_____ Expansion of Existing Project

3. If the project involves acquisition of property:

Has a specific site been selected? _____ Yes _____ No

If yes, please provide the address and Assessor's Parcel Number:

Address: _____ APN: _____

Do you have site control? _____ Yes _____ No

Explain if an option to purchase has been obtained.

B. Organization Information and Experience

1. Does your organization qualify as a Community Housing Development Organization (CHDO) under the HOME program? _____ Yes _____ No

2. If no, are you willing and able to meet the qualifications as set forth in federal regulations 24 CFR Part 92 (For affordable housing projects) _____ Yes _____ No

SUPPLEMENTAL INFORMATION AND MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

3. Describe the proposed ownership and management structure of the Project.
4. Provide the following information:
 - a) Detailed breakdown of the total cost of the project (budget), including any acquisition, rehabilitation, relocation or other costs.
 - b) Detailed breakdown of anticipated sources of revenue and proposed expenses, including the funding being requested from the City of Mountain View.
 - c) Project income, expense and cash flow analysis for a 30-year period.
5. Provide or attach a detailed project schedule.
6. If applicable and available, include a site plan and floor plans and elevations of the project in the application packet.

For Affordable Housing Projects Only

7. State the number of affordable housing units to be created/rehabilitated and the target income population(s).

SUPPLEMENTAL INFORMATION AND MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

8. For existing housing developments, provide a listing of the current unit composition and rent structure as well as the proposed unit composition and rents.
9. Provide an explanation of how the project will impact any existing tenants. State if existing tenants will need to be temporarily or permanently relocated. If so, explain how the need for any temporary or permanent relocation will be addressed.
10. Provide a list of other projects, similar to the proposal, that have been carried out by the agency (include the project name, address, date when it was carried out, funding sources used, number of housing units, and description of the project).
11. Provide a statement of qualifications/experience of the agency and resumes of the development team staff members.
12. Provide an overview of how the property will be managed and how any current management or tenant problems will be handled.

SUPPLEMENTAL INFORMATION AND MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

Green Construction and Rehabilitation. It is the City's intent to direct available funding to capital projects that contribute to energy efficiency, water and other natural resource conservation, and improvement to indoor/outdoor air quality.

13. For your project, provide the following information regarding "Green" construction and upgrades:
- a. An itemized list of green improvements and upgrades that satisfy the City's intentions for Green rehabilitation as listed above.
 - b. The amount and percentage of the total project cost dedicated to Green upgrades.
 - c. Itemize the estimated cost savings attributed to each Green component in your project.
 - i. Indicate the annual cost savings and the total cost savings accrued over the life of the improvement/upgrade.
 - ii. Indicate whether a rater will be used to determine the cost savings and utility of the Green improvement/upgrade.
 - d. Itemize how the estimated cost savings will be used, e.g. to reduce operating deficits, to maintain affordability, or to build project reserves, explaining who will benefit from the cost savings, e.g. the tenants, project, or other entity.

Examples of Green rehabilitation construction and upgrades include solar panels, sustainable wood products, xeriscape (a landscaping method that uses drought-resistant plants to conserve resources, especially water), sensor lighting, high-performance windows, tankless water heaters, irrigation systems with shut-off meters and pressure regulating devices.

Use of materials and construction that are approved under the following programs would be considered eligible as a Green upgrade:

- ◆ Energy Star - <http://www.energystar.gov>
- ◆ New Solar Homes - <http://www.gosolarcalifornia.org/nshp/index.html>
- ◆ GreenPoint Rated - <http://www.builditgreen.org/greenpoint-rated>
- ◆ LEED for Homes - http://www.greenhomeguide.org/green_home_programs/leed_for_homes.html
- ◆ Green Communities - <http://www.greencommunitiesonline.org>

Note: Leveraging of non-city funding sources is one assessment factor used to evaluate the project. Affordable housing project applicants may be required to provide matching funds as a stipulation of any CDBG or HOME award.

Citizen Participation Plan for the Development of the Consolidated Plan, Amendments to the Plan, Annual Action Plan and Annual Performance Report

In accordance with the requirements of Federal law, the City of Mountain View hereby provides its plan for citizen participation in the City's Community Development Block Grant (CDBG) Program and HOME Investment Partnership (HOME) Program. This plan applies to citizens, non-profit organizations and other interested parties.

GOALS/OBJECTIVES

- The objective of the Community Development Block Grant (CDBG) Program is to provide decent housing and a suitable living environment, and to expand economic opportunities, principally for persons of low income (up to 80 percent of median income), as defined by the U.S. Department of Housing and Urban Development. In addition, the program is directed toward the provision of improved community facilities and services.
- The objective of the HOME Investment Partnership (HOME) Program is to increase the supply of decent and safe affordable housing for lower income households.

CONSOLIDATED PLAN

Per Federal Regulations, the City will produce and follow a Consolidated Plan, defined as a five year comprehensive planning document which identifies the City's overall needs for affordable and supportive housing as well as non-housing community development needs and identifies the resources expected to be available to address the identified needs. The Consolidated Plan includes the following documents:

- a five year Strategic Plan which provides a five year strategy for use of available resources to meet the identified needs and describes the actions, programs, objectives and projects to be undertaken during the five year period.
- a one year Action Plan which is prepared annually and describes the activities the City will undertake during the upcoming program year using available funds for meeting the objectives identified in the Strategic Plan.
- an annual Performance Report which identifies the accomplishments in meeting the goals and objectives of the preceding year Action Plan.

As part of this consolidated planning process, the City will make funding applications available, accept requests for funds from eligible organizations, and make funding decisions, based on the identified goals and objectives in the Strategic Plan.

POLICY

It is the intent of the City of Mountain View to provide for and encourage citizen participation with particular emphasis on participation by persons of lower income who are residents of areas in which CDBG and HOME funds may be spent. The City of Mountain View encourages the participation (in all stages of the Consolidated Planning process) of all its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments and residents of assisted housing developments and recipients of tenant-based assistance.

PARTICIPATION

EXHIBIT A

In order to encourage citizen participation by low-income residents, minorities, non-English speaking residents as well as persons with mobility, visual or hearing impairments, in the development of the Consolidated Plan, Amendments to the Plan, Action Plan and Performance Report, the City will carry out the following activities:

- In the case where a significant number of non-English-speaking residents can be expected to attend public hearings, the City will provide reasonable accommodations by hiring a translator to assist the non-English speaking residents to communicate during the public hearing.
- Where feasible, a display ad will be placed in the local newspaper, The Voice.
- A mailing list of interested persons and groups will be maintained and will be used to mail announcements to.
- Announcements of upcoming hearings and Consolidated Plan activities will be sent to the managers of subsidized housing with the request that the notices be distributed to each of the tenants in the complex.
- Announcements of upcoming hearings and Consolidated Plan activities will be sent to agencies, which provide services to low-income residents, with the request that the information be distributed to their clients.
- Information regarding hearings and Consolidated Plan activities will be sent to the local Housing Authority so the information can be made available at the annual public hearing required for the Public Housing Agency Plan.

ACCESS TO INFORMATION

Interested parties will have reasonable and timely access to the following information and records relating to the City's Consolidated Plan and use of CDBG and HOME funding during the past five years:

- Consolidated Plan and any amendments, Action Plan, Annual Performance Report
- Any staff reports regarding the CDBG and HOME Programs
- Applications submitted for funding consideration
- The amount of CDBG and HOME funds available and the range of activities to be undertaken, as well as the amount of funding that will be used to benefit very low and low-income residents.
- CDBG and HOME Program records for the past five years.
- Information regarding upcoming meetings and records relating to the proposed use of funds.

PUBLISHING THE PLAN

The City of Mountain View shall publish its proposed Consolidated Plan submissions so that affected citizens have sufficient opportunity to review the material and provide comments. The City will carry out the following:

Consolidated Plan and Annual Action Plan

- A summary of the proposed Consolidated Plan submission will be published in one or more newspapers of general circulation. The summary will describe the contents and purpose of the Consolidated Plan and will include a list of locations where copies of the entire plan may be examined. A minimum of 30 days will be provided for public comments on the Consolidated Plan submission.

EXHIBIT A

- The City will make copies of the proposed Consolidated Plan available at the Library and City Hall. In addition, a reasonable number of free copies of the plan will be provided to citizens and groups that request them.
- A mailing list of interested parties will be maintained and a summary of the proposed Consolidated Plan submission will be mailed to persons and groups on this list.
- In preparing the Consolidated Plan, the City shall consider and address all comments or views of citizens, public agencies and other interested parties received in writing or orally at public hearings.

Annual Performance Report

- A notice will be published in one or more newspapers of general circulation notifying citizens of the availability of the annual Performance Report. The notice will include a list of locations where copies of the entire Performance Report may be obtained. A minimum of 15 days will be provided for public comments on the Performance Report before it is submitted to HUD.
- The City shall consider all comments or views received in writing or orally at public hearings in preparing the performance report and a summary of these comments shall be attached to the performance report.

PUBLIC HEARINGS

- The City will provide a minimum of two public hearings per year to obtain citizens' views and to respond to proposals and questions. The hearings will be held at two different stages of the program year.
- All public hearings will be held at times and locations convenient to potential and actual beneficiaries and with reasonable accommodations for persons with disabilities. In general, hearings will be held in the evening at City Hall due to its central location, convenient access and disability accessibility. Translation services will be provided when there is an indication that non-English speaking persons will be attending. Other reasonable accommodations will be provided on a case-by-case basis.

At least one public hearing will be held before a draft Consolidated Plan is published for comments.

NOTICE OF HEARINGS/ACCESS TO MEETINGS

The City will provide adequate, timely notification of hearings so that citizens and other interested parties may attend. A minimum of 14 days notice will be provided for all meetings regarding the CDBG and HOME Programs.

- A mailing list of interested persons and groups will be maintained and will be used to mail announcements to.
- A notice will be placed in a newspaper of general circulation.
- A notice will be placed in the City Hall bulletin board.
- Where feasible, a display ad will be placed in the local newspaper, The Voice.

TECHNICAL ASSISTANCE

The City will provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals.

Requests for technical assistance shall be sent in writing to the Community Development Department, P.O. Box 7540, Mountain View, CA 94039. Such requests shall provide the following information: 1) the program/project for which technical assistance is being requested; 2) the timeline for the program/project; 3) the number of persons who would benefit from the program/project; and 4) the type of technical assistance being requested.

The City will identify if any additional information is needed and inform the parties of the additional information needed within 15 days of receiving the request for technical assistance.

Upon receipt of a request for technical assistance, which provides all necessary information, the City will respond within 15 days of receiving the request regarding the type of assistance that can be provided and the timeline for providing the assistance.

COMPLAINTS

Complaints from citizens related to the Consolidated Plan, Amendments and Performance Report must be submitted in writing or made during a public hearing. For complaints made at a public hearing, a response shall be provided at that time or if additional research is needed, a written response will follow no later than 15 days after the meeting. For written complaints, a written response shall be provided within 15 days of receipt of the complaint.

SUBSTANTIAL AMENDMENTS

Prior to the submission of any substantial change in the Consolidated Plan or proposed use of funds, citizens will be provided a minimum of 30 days to comment on the proposed changes prior to the changes being implemented. The City shall consider all comments received and a summary of comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment.

Substantial amendments shall be defined as (1) changes in the use of CDBG or HOME funds from one eligible activity to another; (2) changes in the method of distribution of such funds; (3) changes in policy or goals and objectives; and (4) other similar changes.

ANTI DISPLACEMENT POLICY

It is the policy of the City to avoid, to the greatest extent feasible, the involuntary displacement of any persons, property or businesses as a result of CDBG or HOME activities. Displacement occurs when a "person" or their property is displaced as a direct result of a federally assisted acquisition, demolition or rehabilitation project.

All efforts to minimize involuntary displacement will be carried out by designing activities in such a way that displacement is avoided, except in extraordinary circumstances where no feasible alternatives to displacement are available if the City's community development objectives are to be met. The City will take all reasonable steps to

EXHIBIT A

avoid displacement, such as assuring whenever possible, that residential occupants of buildings to be rehabilitated are offered an opportunity to return; planning rehabilitation projects to include "staging" where this would minimize displacement; and following federal notification requirements carefully to assure that households do not leave because they are not informed about the plans for the project or their rights for relocation benefits.

Should involuntary displacement become necessary under such circumstances, relocation benefits will be provided in accordance with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and 24 CFR 570.606(b); and (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan (Plan) under Section 104(d) of the HUD Act. The policies and requirements of these laws are described in HUD Handbook 1378 and the City shall strictly abide by these policies and laws.

CDBG AND HOME PROGRAMS SUMMARY OF THE PURPOSE OF THE PROGRAMS, FUNDING PROCESS AND ELIGIBLE ACTIVITIES

CDBG PROGRAM

The Community Development Block Grant (CDBG) Program was established by the Housing and Community Development Act of 1974 and is administered through the U.S. Department of Housing and Urban Development (HUD). The objective of the CDBG Program is "the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and very low income."

The program provides annual grants on a formula basis to entitlement cities (such as Mountain View) and counties. The City of Mountain View allocates most of its CDBG funds, through a competitive funding process, to local nonprofit agencies in the form of grants and loans to carry out eligible activities that benefit low income Mountain View residents.

Funding Process

The funding process starts up in November, when the funding applications are made available. Proposals are typically due in early January. Between February and May a number of City Council and Human Relations Commission meetings are held in order to review the proposals. The Mountain View City Council, with input from the Human Relations Commission, decides which programs and projects to fund. The funding process concludes on May 15, when the City's Action Plan (one year plan detailing how the funds will be used) is due to HUD. The funds are made available on a fiscal year basis which starts July 1 and concludes on June 30.

Funding proposals are evaluated based on 15 Assessment Factors (Exhibit B) as well as consistency with the City's Consolidated Plan. The Consolidated Plan is a 5-year planning document that identifies housing and community development needs, analyzes existing federal resources and establishes strategies and priorities for addressing the identified needs.

The City's 2005-2010 Consolidated Plan identifies the creation of more affordable rental housing as well as the preservation and rehabilitation of existing subsidized housing as high priority needs. Other high priority needs included the provision of public services and programs that provide opportunities for self-sufficiency as well as shelter and support services for homeless persons, youths and families. The Consolidated Plan Executive Summary is provided under Exhibit E and the entire document is available upon request.

CDBG Program Eligible Activities

Determining if an activity may be assisted with CDBG funds involves an initial three step process. The first step is to determine if the activity is an "Eligible Activity" per CDBG rules and regulations. The second step is to assess whether the proposed activity is considered an explicitly "Ineligible" activity. Outlined below is a summary of Eligible and Ineligible activities. Finally, the activity has to meet one of three National

Objectives of the CDBG Program:

1. Benefiting low income persons - A minimum of 51 percent of the clients served must be low income (reference Attachment I for maximum incomes).
2. Addressing slum or blight conditions in an area which meets the local or State definition of slums or blight, which is in an urban renewal area or on a project spot basis if the project is limited to only those activities necessary to eliminate the specific conditions detrimental to public health and safety.
3. Meeting a particularly urgent community development need, so that the project will alleviate conditions which pose a serious or immediate threat to the health or welfare of the community and which are of recent origin.

In addition, there is a requirement that, over a period of not more than three years, at least 70 percent of the City's CDBG funds will be used for activities that principally benefit lower income persons. Additional steps for determining eligibility to receive funding involve a review of proposed project costs and a determination that the costs appear to be necessary, reasonable and otherwise conform to federal requirements. Completion of an environmental review and clearance procedures are additional requirements to determining the eligibility of a project for CDBG funds.

Eligible CDBG Activities:

1. Acquisition of real property (including property which is blighted or inappropriately developed; buildings which are suitable for rehabilitation; open space; buildings or sites, which are appropriate for historic preservation; and land to be used for development of low- and moderate-income housing).
2. Rehabilitation of privately or publicly owned structures (with the exception of buildings used for the conduct of general local government).
3. Public facilities and improvements (including acquisition, construction, reconstruction, rehabilitation or installation). Examples include street improvements, water and sewer facilities, neighborhood centers, and parks, playgrounds and other recreational facilities.

EXHIBIT B

4. Clearance activities (clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites).
5. Public services (i.e. social services). There is a restriction that CDBG funds may not be used in place of city funds in situations where a city has paid for the cost of a public service within the prior 12 months. Also, there is a limit of 15 percent of the amount of a City's CDBG grant which may be expended on public services.
6. Removal of architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons to publicly or privately-owned buildings, facilities and improvements (i.e. ramps, grab bars, etc.).
7. Interim assistance (repairs, etc. in an emergency situation pending the installation of permanent improvements).
8. Economic development activities, including loans to private businesses, for the purpose of creating permanent jobs for low and moderate income persons, assisting a business which serves a primarily low and moderate income residential area, or inducing a business to locate in a redeveloping blighted area.
9. Relocation costs for persons displaced as a result of an activity funded with CDBG or HOME funds.

Ineligible Activities:

1. Buildings or portions thereof used predominantly for the conduct of general government.
2. General government expenses.
3. Political activities.
4. The purchase of equipment, except equipment to be used in connection with eligible CDBG funded activities such as administration and public services and integral structural fixtures.
5. Operating and maintenance expenses, except for program administration and eligible public services.
6. New housing construction, except when carried out by certain eligible nonprofit organizations.
7. Income payments for housing or any other purpose.

HOME PROGRAM

The HOME Program was created by the National Affordable Housing Act of 1990. The objectives of the program are to provide decent affordable housing to lower-income households. HOME provides formula grants to states, counties and cities that can be used to fund a wide range of affordable housing projects. Most HOME projects require a 25 percent matching permanent contribution to affordable housing to be funded from non-federal funds.

Program beneficiaries must be tenants or homeowners with annual (gross) incomes of up to 80 percent of median income, or as determined by the Department of Housing and Urban Development, for Santa Clara County. For rental housing, 90 percent of the assisted units must be available to tenants with incomes below 60 percent of median income.

15 percent of a city's HOME allocation must be reserved for projects carried out by Community Housing Development Organizations (CHDOs), a type of non-profit housing organization that meets certain criteria under the HOME Program.

Funding Process

The funding process for HOME is the same as that described for the CDBG Program.

HOME Program Eligible Activities

Objectives of the HOME Program:

1. Strengthen public private partnerships.
2. Expand and increase the supply of decent, safe, sanitary, and affordable housing opportunities, for low-income and very low-income persons.

Eligible HOME Activities:

1. Rehabilitation of existing affordable housing.
2. Conversion of an existing structure from an alternative use to affordable housing.
3. Reconstruction of existing housing for provision of affordable housing.
4. New construction of affordable housing.
5. Tenant-based rental assistance.
6. Property acquisition for provision of affordable housing.
7. Acquisition and rehabilitation or new construction of homes for low income homebuyers.

Ineligible HOME Activities:

1. Project reserve account (i.e. capitalization of initial project reserves, including reserves for replacement and operating costs, cannot be established with HOME funds).
The exception to this is for new construction or substantial rehabilitation, where a reserve may be established to meet any shortfall in project income during rent-up, not to exceed an 18 month period).
2. Emergency repair programs which do not bring properties up to federal Housing Quality Standards.
3. Ineligible properties (Le. public housing, properties receiving Rental Rehabilitation Program funds, commercial properties, short-term shelters, etc.).
4. Tenant based rental assistance for special purposes (i.e. HOME funds cannot be used for certain mandated existing Section 8 program uses or as rental assistance in conjunction with the federal Rental Rehabilitation Program to prevent displacement).
5. Project based rental assistance (i.e. rental assistance to tenants if receipt of the funds is tied to continued occupancy in a particular project).
6. Preservation of certain HUD subsidized low income housing mortgages.
7. Match for other programs (Le. HOME funds cannot be used as the "non-federal" match for other federal, state or local initiatives, with the exception of McKinney Act funds).

ATTACHMENT 1 OF EXHIBIT B

2010 HUD Income Eligibility Limits Number of Persons In	Extremely Low (30% of Median)	Very Low Income (50% of Median)	Low Income 80% of Median
1	\$22,300	\$37,150	\$59,400
2	\$25,500	\$42,450	\$67,900
3	\$28,650	\$47,750	\$76,400
4	\$31,850	\$53,050	\$84,900
5	\$34,400	\$57,300	\$91,650
6	\$36,950	\$61,550	\$98,450
7	\$39,500	\$65,800	\$105,250
8	\$42,050	\$70,050	\$112,050

ASSESSMENT FACTORS

1. PROJECT DESCRIPTION. Is the proposed project/activity clearly described and well thought out?
2. NUMBER OF MOUNTAIN VIEW RESIDENTS SERVED BY THE PROJECT. Are there accurate client records indicating the number of Mountain View residents to be served?
3. PERCENTAGE OF MOUNTAIN VIEW RESIDENTS SERVED WHO ARE LOW INCOME. Are at least 51% of the Mountain View residents served low income (64% of median) as required by Federal regulations? Does the agency have an effective system for verifying clients' incomes? Will the project in combination with the other projects being funded allow the City to meet the Federal requirement that the program overall serve a minimum of 70% low income residents?
4. PROJECT COST. Is the requested project cost reasonable? Is the cost per client reasonable for the proposed service(s)? If agency is requesting increased funding, will the numbers of persons being served also increase? Are there other more cost-effective ways to meet the same need?
5. LEVERAGING OF FUNDS. Does the agency have any other funds or funding commitments to assist in financing the project?
6. FUNDING FAIR SHARE. If the program serves an area larger than the City of Mountain View, is the funding prorated so that Mountain View would not pay a disproportionate share of the project costs?
7. COST DOCUMENTATION. Did the agency/organization provide documentation supporting the cost of the project (e.g., real estate appraisal in the case of acquisition projects, verifiable construction cost estimates in the case of construction or rehabilitation projects, line item budgets in the case of social service projects)?
8. IS THERE A DEMONSTRATED NEED FOR FUNDS? Has the agency presented a convincing case as to the need for funding from Mountain View? Will the project be unable to continue or service substantially decrease or cease without City funding?
9. PROJECT HISTORY. Does the project's past history warrant continued or increased funding? Has the project in the past been successful at serving the projected number of low and moderate income clients? Has there been a demonstrated need for the services provided by the project?
10. NEED FOR PROJECT. Does the project address the most urgent needs of lower income residents? Will the project address the needs of lower income residents as identified in the City's Consolidated Plan? Will the project contribute to economic, social and racial community integration?
11. SCHEDULE. Is there a realistic schedule indicating when funds will be needed and when the project will be implemented and completed? Does the project provide for the expeditious expenditure of funds (within the fiscal year of approval)?
14. LOCAL AFFILIATION. Does the agency have members of the Board of Directors who are residents of Mountain View or have other ties to the City of Mountain View?
15. GREEN COMPONENTS. For affordable housing projects requesting funding, does the project incorporate energy efficiency and conservation components? What cost percentage of the project consists of Green components? How are the cost savings resulting from Green components used, i.e. will the savings directly benefit the project or return to the project applicant?

Consolidated Plan Goals and Objectives

Goal #1: Support affordable housing for lower-income and special needs households

Actions

- 1A Encourage the creation of rental housing units affordable to lower-income households, with an emphasis on units for extremely low- and very low- income households, through new construction or acquisition/rehabilitation activities, especially for large families, the frail elderly, and the disabled.
- 1B Participate in the preservation of existing rental housing units affordable to extremely low-, very low- and low-income households by funding rehabilitation activities that will extend the life of the property and providing support for the purchase or extension of affordable housing covenants.
- 1C Support homebuyer assistance programs for low- and moderate-income households.
- 1D Coordinate with non-profit agencies, housing developers, and other jurisdictions on regional approaches to provide and maintain housing for special needs households, such as persons with physical or mental disabilities, victims of domestic violence, and youth transitioning from foster care.
- 1E Use CDBG and HOME funds combined with local housing funds to minimize or eliminate barriers to affordable housing production.
- 1F Whenever possible, spend at least half of the City's CDBG and HOME grants to provide housing for lower-income households, homeless persons and other households with special needs.

Goal #2: Support activities to end homelessness

Actions

- 2A Participate in the creation of new transitional and supportive housing facilities to address homelessness through regional collaboration and cooperation with non-profit agencies, housing developers and other jurisdictions.
- 2B Continue to support existing transitional housing facilities that provide services and a continuum of care to homeless persons, runaway youth, youth transitioning out of foster care, and families.
- 2C Continue to support programs that prevent people from becoming homeless, such as short-term emergency shelter and emergency rental assistance programs.
- 2D Continue to provide funding and support for programs and services to homeless persons and families and those at-risk of becoming homeless.

Goal #3: Support activities that provide basic needs to lower income households and special needs populations

Actions

- 3A Continue to fund a variety of public service programs that help lower-income households meet basic needs, such as programs providing emergency assistance, food/meals, healthcare, and support services for the disabled and seniors.
- 3B Continue to fund a Home Repair and Home Access Program that assists low income homeowners and disabled persons with home repairs and modifications that make their units accessible and enable them to remain in their residences.
- 3C Assist in the creation or maintenance of regional public facilities that serve disabled or special needs households and groups.

Goal #4: Support programs and activities that eliminate blight and/or strengthen neighborhoods

Actions

- 4A Make improvements to streets, sidewalks, and other public infrastructure and public facilities to remove accessibility barriers and enhance neighborhoods.
- 4B Preserve, maintain, and make accessible existing parks and open space facilities; and, when possible, increase park and open space facilities to address the needs of areas deficient in open space.
- 4C Support lead abatement activities in low income households and areas.
- 4D Increase and expand public outreach efforts to inform the community about available programs and services for low income households, including groups with language, technology, or cultural barriers.

Goal #5: Promote fair housing choice

Actions

- 5A Perform ongoing fair housing outreach and education.
- 5B Support fair housing investigation, audits, counseling and enforcement.
- 5C Continue to participate in the countywide fair housing task force in order to improve the provision of fair housing services on a regional basis.
- 5D Update the local Analysis of Impediments to Fair Housing Choice and report on its implementation as necessary.

Goal #6: Expand economic opportunities for low-income households

Actions

- 6A Support local employment development and workforce training activities for lower-income households.
- 6B Research possible business preservation and enhancement programs that could assist low income business owners whose establishments are located in eligible areas of the City.

Goal # 7: Promote environmental sustainability

Actions

- 7A Encourage and fund energy-efficiency improvements and modifications for existing subsidized rental housing units serving extremely low, very low and low income households.
- 7B Encourage and fund energy-efficiency improvements for eligible public facilities and infrastructure.

Public Hearing Schedule

Fiscal Year 2011-12 CDBG/HOME Funding Cycle

The following Council meeting dates are tentative pending City Council's adoption of a 2011 meeting schedule sometime in January 2011. Applicants will be notified once the 2011 City Council meeting schedule is finalized.

November 19, 2010 - January 7, 2011

The City accepts funding proposals for CDBG and HOME funding and other public service programs funding through this cycle. Applications are due **January 7, 2011 at 5:00 pm.**

February 2011 - First City Council Public Hearing

The City Council holds a public hearing to hear presentations from the agencies requesting CDBG and HOME funding and to identify any additional information needed to make funding decisions. Agency presentations are generally limited to 3 minutes per funding request.

March 3, 2011 - Human Relations Commission (HRC) Recommendation Hearing

The HRC holds a recommendation hearing to ask questions of the agencies and staff, rank proposals, and make funding recommendations to the City Council.

April 2011 - Second City Council Public Hearing

The City Council holds a second public hearing to consider the funding requests and HRC recommendations and make final funding decisions.